

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Katy Allen

SUBJECT: SEE BELOW

DATE: 05-03-04

Approved

Date

Council District: Citywide

**SUBJECT: FIRST AMENDMENT TO CONSULTANT AGREEMENT WITH THE
STEINBERG GROUP FOR THE NEW CIVIC CENTER PROJECT**

REASON FOR REPLACEMENT MEMO

This memorandum replaces one distributed with the agenda packet for the May 11, 2004 Council meeting in order to delete reference to an attached matrix. An outdated matrix was inadvertently sent with the report. It is not related to the proposed action. The most current matrix was sent to Council with an informational memo on April 28, 2004.

RECOMMENDATION

Approval of the amendment to consultant agreement with The Steinberg Group for design services for the New Civic Center Project, increasing the compensation by the amount of \$33,000, for a total agreement amount not to exceed \$1,432,680.

CEQA: Civic Plaza Redevelopment Plan EIR, Resolution No. 68905, PP98-03-072.

BACKGROUND

On March 9, Council approved Agenda Item 4.5, the workplan for the procurement of technology, furniture, equipment and relocation services. In addition to the workplan, Council approved a procurement strategy that provides multiple purchasing alternatives that will maximize savings within the schedule's time line.

Included in the workplan is a procurement cost estimate titled "FE3- Signage for Public Wayfinding and Utility Service." The total cost for signage in the FE3 project element is estimated at \$300,000 of which \$33,000 is the cost of signage design. This agreement with The Steinberg Group is necessary in order to streamline procurement and realize savings from reduced mobilization and the coordination of the furnishing and installation of signage procured with related building construction contracts.

Richard Meier and Partners, architect for the New Civic Center Project, is responsible for providing the design of all public area signage. The Steinberg Group has been retained by the City to provide design services for tenant improvement areas. To maximize design coordination and competitive procurement for all signage, both Richard Meier and Partners and The Steinberg Group will utilize the same sub consultant, Grant Follis, Inc. to complete this work. In June 2004, staff will present the City Council with a recommended signage contract award.

ANALYSIS

The proposed amendment to the existing Steinberg Agreement will augment the additional services budget of the City's agreement with Steinberg to provide funding for signage design services.

It is requested that the amendment be adopted as several advantages can be gained. First, Grant Follis Inc. can provide continuity of both design and concept in providing room and office staff signage concurrently with public area signage. Second, completing both design packages together enables the City to go out to bid only once, which would result in cost savings for both fabrication and installation. By fabricating both room and office signage together with the public area signage, the risk of color and material mismatch is minimized. By completing installation during building construction, signage installation will be less disruptive to operations than if done after the move in date.

The design of the room and office signage will incorporate all applicable requirements of the Americans with Disabilities Act. Appropriate room signage throughout the facility will further enhance the operations of emergency personnel.

If the decision is made to delay obtaining these design services, temporary signage would add additional costs and not meet the needs of the public and employees. If fabrication of staff signage is delayed, it is expected that costs in both design and fabrication services will increase.

PUBLIC OUTREACH

The City Manager's Office and Public Works staff in cooperation with the Office of Cultural Affairs and the San José Redevelopment Agency is coordinating public outreach for the new Civic Center.

COORDINATION

This agreement and memorandum have been coordinated with the City Attorney's Office and the City Manager's Office.

COST IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$33,000
2. COST OF PROJECT:

Original Agreement	\$1,399,680
First Amendment	33,000
TOTAL	\$1,432,680
3. SOURCE OF FUNDING: 473- Civic Center Improvement Fund
4. FISCAL IMPACT: This project is consistent with the Council approved Budget Strategy Economic Recovery section in that it will spur construction spending in our local economy.

BUDGET REFERENCE

Fund #	Appn. #	Appn. Name	RC #	Total Appn	Amt for Contract	Adopted Budget Page	Last Budget Action (Date, Ord. No.)
473	4853	Civic Center Furniture, Equipment, and Relocation	131599	\$17,300,000	\$33,000	n/a	01/13/04, Ord. No. 27503

CEQA

Civic Plaza Redevelopment Plan EIR, Resolution No. 68905, PP98-03-072.

KATY ALLEN
Director, Public Works Department